Systematic Investment Plan Form

(Debit Mandate Form NACH/ ECS/ Direct Debit)

Distributor's ARN/ RIA Code#	Sub-Broker's ARN	Sub-Broker's Code	Folio No.	EUIN
ARN=95070				E-101834

☐ #By mentioning RIA/PMS code, I/ We authorize you to share with the Investment Adviser/ Portfolio Manager the details of my/our transactions in the scheme(s) of Kotak Mahindra Mutual Fund.

☐ Declaration for"Execution-only" transactions (only where EUIN box is left blank): "I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker."

SIGNATURE(S) (To be signed by All Applicants)			
	Sole / First Applicant	Second Applicant	Third Applicant

REQUEST FOR:

☐ **Registration of SIP + OTM Registration** ☐ **Registration of SIP (for existing OTM)***

ONE TIME MANDATE REGISTRATION FORM

UMRN For office use **Date**

Utility Code For Office Use ☑ Create ☒ Modify ☒ Cancel

Sponsor Bank Code For Office Use **I/We hereby authorise** Kotak Mahindra Mutual Fund

To Debit (tick ✓) ☐ SB ☐ CA ☐ CC ☐ SB-NRE ☐ SB-NRO ☐ Other **Bank A/c No.**

with Bank **IFSC/ MICR**

an amount of Rupees ₹

DEBIT TYPE ☒ Fixed Amount ☑ Maximum Amount

FREQUENCY ☒ Daily ☒ Weekly ☒ Bi-monthly ☒ Monthly ☒ Quarterly ☒ Half-yearly ☒ Annually ☑ As and when presented

Reference 1 **Reference 2**

1. I agree for the debit of mandate processing charges by the bank whom I am authorising to debit my account as per latest schedule of charges of the bank. 2.This is to confirm that the declaration has been carefully read, understood & made by me/ us. I am authorising the user entity/corporate to debit my account, based on the instructions as agreed and signed by me. 3. I understood that I am authorised to cancel/ amend this mandate by appropriately communicating the cancellation/ amendement request to the user entity/ corporate or the bank where I have authorised the debit. 4. I/ We understand and accept that in case transaction/s initiated against this mandate (within valid period of mandate) is/ are rejected due to insufficient funds or such other reason as permitted under applicble law, action may be taken against me/ us under applicable law (including Negotiable Instruments Act).

Maximum period of validity of this mandate is 40 years only ×

From **To**

Signature Primary Account holder | Signature of Account holder | Signature of Account holder

1. Name as in Bank records 2. Name as in Bank records 3. Name as in Bank records

INVESTOR'S INFORMATION

Application No. (For New Investors, pls. attach the application form)

Sole/ First Applicant	Second Applicant	Third Applicant
Name of Applicant	Name of Applicant	Name of Applicant
PAN	PAN	PAN

Purpose of Investment Goal: ☐ Child's Education ☐ Child's Marriage ☐ Car Purchase ☐ House Purchase ☐ Retirement Benefit ☐ Other _____

I would like to opt for Systematic Investment Plan

Scheme Option ☐ Growth ☐ IDCW: ○ Payout ○ Re-investment

Plan IDCW Frequency

#Investment Frequency (Please✓) ☐ Daily ☐ Weekly Specify Day (Mention any day, Monday to Friday) ☐ Monthly ☐ Quarterly ☐ Half–yearly ☐ Annually

SIP Amount (✓) Rs. ☐ 20000 ☐ 10000 ☐ 5000 ☐ 1000 ☐ Any other amount Rs. First SIP vide Cheque No. Dated D D M M Y Y Y Y

SIP Date: (Please mention any date of the month between 1st to 31st) SIP Period: From D D M M Y Y Y Y To D D M M Y Y Y Y

*☐ Use existing One Time Debit Mandate (if already registered in the Folio)

Bank Name Bank A/c No.

☐ **SIP TOP UP** (Optional - Available for Daily, Monthly and Quarterly SIP frequency) (Please refer instructions overleaf)

Frequency (Please✓) ☐ Half Yearly ☐ Yearly

Fixed TOP UP Amount (Rs.) ☐ 3000 ☐ 1000 ☐ 100 ☐ Any other amount Rs. (Minimum Rs.100 & any amount thereafter)

Variable TOP UP Amount (%) ☐ 20% ☐ 15% ☐ 10% ☐ Any other percentage % (Minimum 10% & in multiples of 5% thereof)

SIP TOP UP Cap Amount Rs. **OR** Top-Up Cap Month-Year M M Y Y Y Y (Mandatory for Variable SIP Top-Up Plan)

KOTAK MAHINDRA MUTUAL FUND

6th Floor, Kotak Infinity, Building No. 21, Infinity Park, Off. Western Express Highway,
Gen. A. K. Vaidya Marg, Malad (E), Mumbai - 400 097.

Sole/ First Applicant's PAN		Folio No.	

DEMAT ACCOUNT DETAILS Please ensure you submit supporting documents evidencing the accuracy of the Demat Account details mentioned below. Bank details of DP will overwrite existing details.

If you wish to hold units in demat, please fill this section. You can hold units in demat for all open-ended schemes (except ETFs, IDCW and for SIP frequency of less than a month)

☐ **NSDL** ☐ **CDSL** DP Name _____ DP ID _____ Beneficiary Account No. _____

DECLARATION AND SIGNATURE

I/We have read and understood the contents of the SAI/ SID of the above referred Scheme(s) of Kotak Mahindra Mutual Fund. I/We hereby apply for allotment / purchase of Units in the Scheme(s) indicated as above and agree to abide by the terms and conditions applicable there to. I/ We hereby declare that I am/ We are authorized to make this investment in the above mentioned Scheme(s) and that the amount invested in the Scheme(s) is through legitimate sources only and is not designed for the purpose of any contravention or evasion of any Act, Rules, Regulations, Notifications or Directions of the provisions of Income Tax Act, Anti Money Laundering Act, Anti Corruption Act or any other applicable laws enacted by the Government of India from time to time. I/We hereby authorize Kotak Mahindra Mutual Fund, its investment Manager and its agents to disclose details of my investment to my / our Investment Advisor and / or banks. I/We have neither received nor been induced by any rebate or gifts, directly, in making this investment. I/We also declare that the ARN Holder has disclosed all commission (in the form of trail commission or any other mode) payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me / us.

SIGNATURE(S)			
	× Sole / First Account Holder	Second Account Holder	Third Account Holder

To be signed by All Applicant's if mode of operation is "Joint". (As in Bank Records)

TERMS AND CONDITIONS

Systematic Investments - Snapshot

Schemes where SIPs are allowed	All open-ended schemes except all Exchange Traded Funds (ETF)
SIP Frequency	Daily, Weekly, Monthly, Quarterly, Half-Yearly and Annually. Daily SIP Frequency is not be available for Daily IDCW plans of any scheme. Daily SIP Frequency is also not available for Kotak Technology Fund.
SIP Top-up Frequency	Half-yearly and Yearly. In case of quarterly SIP, only the yearly frequency is available under SIP Top-up.
Choice of Date	Any date of a given month/ quarter/ annual. In case the chosen date is not available/ non-business day, the SIP transaction will be processed on the immediate next Business Day, except for SIP opted under Daily frequency.
Minimum Investment	Rs 100 and any amount thereafter for all eligible schemes, except in daily SIP frequency for Kotak Multicap Fund, Kotak Multi-Asset Allocation Fund, Kotak Nifty 200 Momentum 30 Index Fund and Kotak Gold Fund, wherein minimum SIP amount is Rs.21 and multiples of Rs.0.01, and for Kotak ELSS Tax Saver wherein minimum SIP investment amount is Rs 500 and in multiple of Rs 500 and for Kotak Quant Fund and Kotak Active Momentum Fund, minimum amount is Rs.500 for 10 instalments and Rs.1000 for 6 instalment and multiples of Rs.0.01 thereafter. Kotak Rural Opportunities Fund, Kotak Liquid Fund and Kotak Overnight Fund wherein minimum SIP investment amount is Rs 500 for 2 instalments and multiples of Rs.0.01.
First Auto Debit & Subsequent SIPs	First Auto Debit shall be processed on the chosen date/ default date. However, there has to be a minimum gap of 21 days between the date of submission and First Auto Debit Date.

General Instructions

1. Please refer the Key Information Memorandum and Offer Document/ SAI/ SID of the respective scheme(s) for Applicable NAV, Risk Factors, Load Structure and other information before investing.
2. (i) Existing unitholders need not fill in the Investment Application Form. However, they must compulsorily mention their Folio Number in the Systematic Investment Form.
   (ii) New Applicants need to compulsorily fill in all sections in the Investment Application Form in addition to Systematic Investment Form. The Application No. must be compulsorily mentioned in the Systematic Investment Form.
3. Irrespective of the investment amount please furnish your PAN details and enclose a photocopy of PAN Card for all applications. In case of minor applicants, please furnish the PAN details and PAN proof of the Guardian. Payment for investment shall be accepted from the bank account of the minor, parent or legal guardian of the minor or from a joint account of the minor with parent or legal guardian.
4. KYC compliant is mandatory, irrespective of the amount of investment.
5. (i) First SIP Installment : Your first SIP can be for any day of the month, however subject to the condition that, there shall be a minimum gap of 21 day between the first and the second SIP.
   (ii) Second & subsequent SIP Installment : Your second and subsequent SIPs are available only on above specified dated of the month. You can choose only one of these dates for the purpose of SIP. In case the chosen date turns out to be a non-working day for the scheme, the SIP will be processed on the immediately following working day.
6. We would send you an Account Statement confirming your systematic investment within 5 working days from the date of your first systematic investment transaction. Confirmation for subsequent Systematic Investments would be sent to you as CAS (Consolidated Account Statement) on monthly basis.
7. Kotak Mahindra Mutual Fund, its Investment Manager, Trusties, Registrar and other service providers will not be liable for any transaction failures due to rejection of the transaction by your bank/ branch or its refusal to register the SIP mandate.
8. You will not hold Kotak Mahindra Mutual Fund, its Investment Manager, Registrar and other service providers responsible if the transaction is delayed or not effected or your bank account is debited in advance or after the specific SIP date due to various clearing cycles of ECS. Kotak Mahindra Mutual Fund, its Investment Manager, Registrar and other service providers responsible and liable for any damages / compensation for any loss, damage, etc. incurred by you as a result of use of this facility by you.
9. If you have not indicated any of your SIP preference completely in the form, or incase of any discrepancy, we would presume the same as below:
   SIP Frequency: Monthly; SIP Date: 7th; End Date: OTM mandate end period; Scheme Name: If the investor fails to mention the scheme name in the SIP Mandate Form, then the Fund reserves the right to register the SIP as per the scheme name available in the investment application form. Incase multiple schemes are mentioned in the main application form, the Fund reserves the right to reject the SIP request., SIP Amount: Minimum amount as per the SID of the respective scheme. Default day would be 'Wednesday' in case of Weekly SIP.
10. Investors availing Daily SIP facility can avail SIP Top-Up only in amount terms. SIP
    Top-Up frequency will be Half-Yearly/ Yearly. The Minimum Top-Up amount shall be Rs.100 and multiple of Rs. 0.01. In case the SIP Top-Up frequency is not mentioned by the investor under SIP facility, it will be considered as Yearly interval.
11. One Time Debit Mandate Form can be used for Systematic Purchase as well as Lump Sum Purchase
12. Any discrepancy in the Account Statement should be brought to the notice of the Fund/AMC immediately. Contents of the Account Statement will be deemed to be correct if no error is reported within 30 days from the date of Transaction.
13. Auto Cancellation of SIPs:
    - SIP will be ceased after 3 consecutive rejections for Daily, Weekly and Monthly Frequency
    - SIP will be ceased after 2 consecutive rejections for Quarterly, Half yearly and Yearly Frequency.

    Communication will be sent to the investor after 1st failed attempt mentioning that the SIP will be ceased in case of three consecutive rejections for Daily, Weekly, Monthly frequency and two consecutive rejections for Quarterly, Half-yearly and yearly and another communication will be sent to the investor after cancellation of SIP.
14. Daily SIP are not be available for special products like Flex SIP & Smart SIP.
15. Incorrect and ambiguous forms will not be accepted and rejection for the same shall be communicated to the investor.

SIP Payment through OTM/ NACH/ Auto Debit

Instructions for SIP Payment registered through NACH/ECS/SI/Auto Debit

1. The bank account provided for SIP to be registered through NACH/ECS/SI/Auto Debit should be participating in NACH and MICR clearing respectively.
2. The TAT for SIP Debit Mandate Form registration (with or without initial cheque) will be 21 days. Therefore, there has to be a minimum gap of 21 days between date of submission of SIP Mandate and subsequent SIP Auto Debit, provided the OTM gets successfully registered within this period. In case an OTM is already registered and if the start date is not mentioned in the SIP Form, the SIP will commence 10 calendar days from the date of receipt of the SIP Form.
3. In case of incomplete SIP Debit Mandate Forms or SIP Registration pending due to technical problems at NPCI/ Bankers end, AMC may seek remediation process to obtain incomplete details. In such cases registration process may exceed 30 days and hence may also impact processing of subsequent SIP instalments.
4. SIP start date shall not be beyond 90 days from the date of submission of SIP application.
5. The investor will have the right to discontinue SIP at any time he or she so desires by providing a written request to this effect at least 10 days prior to the subsequent SIP date. Alternatively, investor can also use online login access to our website https://kotakmf.com/ to discontinue any of his existing SIPs registered through online or offline (Physical) mode.
6. Investors who have already submitted a One Time Mandate (OTM) form or already registered for OTM facility should not submit OTM form again as OTM registration is a one-time process only for each bank account. However, if such investors wish to add a new bank account towards OTM facility may fill the form.
7. Investors, who have not registered for OTM facility, may fill the OTM form and submit duly signed with their name mentioned.
8. Investors need to ensure that the MICR number of his actual bank branch (and not 'At Par' MICR Code) is mentioned on the SIP Debit Mandate Form, for seamless SIP Registration.
9. If the investor fails to mention the scheme name in the SIP Mandate Form, then the Fund reserves the right to register the SIP as per the scheme name available in the investment application form. Incase multiple schemes are mentioned in the main application form, the Fund reserves the right to reject the SIP request.
10. Incase SIP date is not selected or the date mentioned is not legible or clear or multiple SIP date are opted, then the SIP will be registered on or before date as applicable.
11. If the investor has not mentioned the SIP start month, SIP will start from the next applicable month, subject to completion of 21 days lead time from the receipt of SIP request.
12. In case the SIP 'End Period' is incorrect or not mentioned by the investor in the SIP form, then the SIP End Date will be considered as OTM Mandate End Date.
13. Maximum Amount: The Maximum Amount in SIP NACH Debit Mandate Form refers to the maximum SIP debit limit per transaction permitted by the investor to be debited form his bank account. At any given point of time SIP instalment amount should not exceed Maximum Amount mentioned in the SIP NACH Mandate Form. In case of SIP TOP UP, please refer to the specific instructions mentioned under SIP TOP UP Facility.
14. For Change of SIP Amount or Change in Bank details or for any modification request in your existing SIP, investor is required to submit SIP Modification Form, 21 days prior to the next SIP Date.
15. Mandatory fields in SIP NACH DEBIT MANDATE form as per NPCI:
    • OTM mandate date • OTM period 'From' and 'To' in the OTM mandate form • Submission Date • Bank Account type to be selected • Bank account number and Bank name • IFSC and MICR Code • Folio number or application number • Phone number and email id • SIP From date •Signatures as per bank records • Name as per bank records • SIP End Date
16. All terms and conditions for SIP, including Exit Load, if any, prevailing at the time of SIP enrolment by the fund shall be levied in the Scheme.
17. The investor agrees to abide by the terms and conditions of NACH/ECS/SI/Auto Debit facilities of Reserve Bank of India (RBI)/ NPCI(National Payment Corporation of India).Investor will not hold Kotak Mutual Fund, Kotak Mahindra Asset Management Company Limited (the AMC), Kotak Mahindra Trust Limited (the Trustee), its registrars and other service providers responsible and/or liable if the transaction is delayed or not effected or the investor bank account is debited in advance or after the specific SIP date due to various clearing cycles for NACH/ECS/SI/Auto Debit or any other reason/fault not attributable to Kotak Mahindra Mutual Fund/the AMC/the Trustee. Kotak Mutual Fund reserves the right to reject any SIP application without assigning any reason thereof.
18. In case the SIP instalment is not debited on a particular day on account of non-business day, system constraints, technical/ operational issues/ actions of other parties or any other circumstances beyond the control of Kotak AMC/ Fund, such missed debits will not be re-initiated.
19. OTM Mandate End date should not be more than 40 years from the OTM Mandate Start date.
20. SIP cancellation request will be processed within two working days from the date of submission of a valid request. However, if the next SIP date falls within ten days from the request date, the debit will occur for that installment and SIP will be ceased from the subsequent month.

Fixed Top-Up option or Variable Top-Up option

A. Introduction of Fixed Top-Up option or Variable Top-Up option: SIP Top-Up facility with Fixed Top-Up option or Variable Top-Up option will be available to the investors, wherein the amount of SIP can be increased at fixed intervals.

Basic Terms and conditions are as follows:

1. Investors can opt for SIP Top-Up facility with Fixed Top-Up option or Variable Top-Up option, wherein the amount of SIP can be increased at fixed intervals. The Fixed Top-Up amount shall be in multiples of `100/- and thereafter.
2. Variable Top-Up option will be available at 10%, 15% and 20% and such other denominations (over and above 10%, 15% and 20%) as opted by the investor in multiples of 5%.
3. The frequency is fixed at Yearly and Half Yearly basis.
4. In case of Quarterly SIP, only the Yearly frequency is available under SIP Top-Up. SIP Top-Up facility shall also be available for the existing investors who have already registered for SIP facility without Top-Up option.
5. In case the investor opts for both options, the Variable Top-Up option shall be triggered.
6. In case the investor does not select the frequency for Top-Up or selects both frequencies, the Top-up facility shall be registered at Yearly basis.
7. Incase, an investor has more than one existing SIP in a single folio in the same scheme, with a single distributor, unless specifically instructed by the investor, the SIP TOP UP request shall be considered for the first Registered SIP.
8. Investor/ unit holders subscribing for this facility are required to submit the request at least 21 days prior to the next SIP date. SIP TOP UP will be applicable from the next effective SIP instalment.
9. For Cancellation of SIP TOP UP facility, the investor has to submit a written request at least 10 days prior to the next SIP TOP UP date. However, the SIP in the respective scheme shall continue with last SIP TOP UP Instalment amount, till the SIP End Date as specified in the SIP Registration Form or till receipt of a valid SIP Cease Request. For Cancellation of SIP TOP UP facility along-with SIP Cease request, the written request of cancellation of SIP TOP UP facility should explicitly mention about SIP Cease as well.
10. Modification of the SIP TOP UP amount is not possible, alternatively investor will have to cancel the existing facility and start a new SIP with modified date.
11. Maximum Amount in NACH Debit Mandate Form: It is the maximum limit amount per transaction set by investor for his registered bank A/c to be debited.
12. In case of Variable SIP TOP UP, the SIP instalment amount will be rounded off to the nearest 10% and in multiples of 5%, thereof.
13. For Kotak ELSS Tax Saver Fund, SIP Top up will be available only under the fixed option, for minimum Rs. 500 and in multiples of Rs. 500 thereafter.

B. Introduction of Top-Up Cap amount or Top-Up Cap month-year

I. Top-Up Cap amount: In this facility the investor has an option to freeze the SIP Top-Up amount once it reaches a fixed predefined amount. The fixed pre-defined amount should be same as the maximum amount mentioned by the investor in the bank mandate/ existing registered One-Time Mandate (OTM). In case of difference between the Cap amount & the maximum amount mentioned in Bank mandate, then amount which is lower of the two amounts shall be considered as the default amount of SIP Cap amount.

II. Top-Up Cap month-year: The facility for SIP Top-Up amount will cease and last SIP instalment including Top-Up amount will remain constant from Cap date till the end of SIP tenure.

Basic Terms and conditions are as follows:

1. The date from which Investors have opted the SIP Top-Up amount will cease and last SIP instalment including Top-Up amount will remain constant from Cap date till the end of SIP tenure.
2. Investor shall have flexibility to choose either Top-Up Cap amount or Top-Up Cap month-year. In case of multiple selection, Top-Up Cap amount will be considered as default selection.
3. Top-Up Cap is applicable for Fixed Top-Up option as well as Variable Top-Up option.
4. All the investors of the fund availing the facility under SIP Variable Top-Up feature are hereby requested to select either Top-Up Cap amount or Top-Up Cap month - year.
5. In case of no selection, the SIP Variable Top-Up amount will be capped at a default amount of `10 Lakhs. Under the said facility, SIP amount will remain constant from Top-Up Cap date/ amount till the end of SIP Tenure.

Illustration explaining the Top-Up Cap month-year:
SIP Period: 01-Jan-2022 to 01-Dec-2024 (3 Years)
Monthly SIP Installment Amount: Rs. 2,000
SIP Date: 1st of every month (36 installments)
Top-Up Amount: Rs.1,000
Top-Up Frequency: Half Yearly
Top-Up cap month - year: 01-Jul-2023

SIP Installments shall be as follows:

Installment Nos.	From Date	To Date	Monthly SIP Installment Amount (Rs)	SIP Top-Up Amount (Rs)	Increased Monthly SIP Installment Amount (Rs)
1 to 6	1-Jan-22	1-Jun-22	2,000	N.A.	2,000
7 to 12	1-Jul-22	1-Dec-22	2,000	1,000	3,000
13 to 18	1-Jan-23	1-Jun-23	3,000	1,000	4,000
19 to 24	1-Jul-23	1-Dec-23	4,000	1,000	4,000
25 to 30	1-Jan-24	1-Jun-24	4,000	N.A.	4,000
31 to 36	1-Jul-24	1-Dec-24	4,000	N.A.	4,000

All other terms & conditions applicable for regular SIP will also be applicable to SIP TOP UP facility.

Checklist

Please ensure that:

- If you are an existing investor, you have quoted your Folio No. with Kotak Mahindra Mutual Fund on the Systematic Investment Form.
- If you are a new investor, your Application Number or PAN is quoted on the Systematic Investment Form.
- Scheme (Plan) – Option in which you wish to do your systematic investments is clearly indicated in the Systematic Investment Form.
- The SIP Amount, the Frequency, your preferred Date and Period are clearly indicated.
- There is a minimum gap of 21 days between the date of submission and first auto debit date.